

AGENDA ITEM # 13

November 6, 1998

To: Delta Protection Commission

From: Margit Aramburu, Executive Director

Subject: Proposed Amendments to Budget and Work Plan for FY 98-99

Background:

At the May meeting, the Delta Protection Commission adopted a Budget and Work Plan for the first half of FY 98-99 based on the sunset date of January 1, 1999 (see attached staff report dated May 15, 1998). The adopted budget was \$172,000 from three special funds. Work included in the Work Plan was continuation of on-going programs and wrap-up of the Agency. The Commission approved a time extension of its one contract, with Teale Data Center, for Geographic Information Systems and web site management. The contract expires December 31, 1998.

This fall, the Governor signed SB 1975 which extends the sunset of the Commission until January 1, 2010.

Proposed Budget for FY 98-99:

Staff has worked with Secretary for Resources staff, Department of Conservation staff and Department of Finance. The Executive Director has submitted a Budget Change Proposal to the Secretary, and Department of Finance (see Attachment a). Some additional paperwork is due in early December. The Department of Finance will recommend the source of the additional funds.

The request is for additional funds to bring the Commission's total budget to \$287,000; the same level of funding the Commission received in FY 97-98. The funds will be allotted to the Commission in a budget amendment bill to be acted upon in the Spring; if the Commission needs funds in the interim, the funds will be loaned to the Commission.

Proposed Changes in Spending:

All categories in the budget will remain the same; no additional staff is proposed--the Commission is allotted 3.8 person years and currently has three full time employees.

At this time no new contracts are proposed; the Commission has one contract with Teale Data Center. A more detailed discussion on this contract follows (see Attachment b).

The Commission's offices are on a month-to-month rental; that agreement will be reviewed with Department of General Services.

Regarding Meeting Notices, staff is suggesting that Meeting Notices be mailed in advance of the regularly scheduled meeting in the odd-numbered months. No "cancellation" notices would be mailed. If an additional meeting is required, for example to hear an appeal, a Meeting Notice would be mailed. This is a cost saving measure and would save over \$125 in postage per even-numbered month.

The San Francisco Estuary Project has requested that the Commission sponsor its biennial conference; the cost of sponsorship is \$100 (see Attachment c). The Commission did sponsor the last conference with a \$100 sponsorship.

Repayment of the \$250,000 Loan from the Environmental License Plate Fund:

Attached is a report and draft letter addressing the repayment of the \$250,000 loan from ELFP. The Delta Protection Act states the loan is to be repaid December 31, 1998. The report and draft letter outline the Commission's attempts to develop funds to repay the loan. This approach to addressing repayment of the loan has been reviewed the Secretary's office and the Department of Finance (see Attachment d).

Proposed Work Plan for FY 98-99:

The Work Plan will remain as outlined in the approved Work Plan, with proposed changes outlined below. The Work Plan focuses on preparation of materials for the Commission meetings, administration and bookkeeping services, monitoring of proposed land use changes in the Primary Zone and environs, and participation in regional planning programs that support or could impact land uses in the Primary Zone.

Proposed Changes in Work Plan:

Item 6(b): San Joaquin County Habitat Conservation Plan is still under preparation due to comments submitted by the U.S. Fish and Wildlife Service.

Hog and Spud Islands Project Coordination: Assist in preparation of a project development plan, assist in implementation of a development plan, and assist in administration of the overall program to develop and enhance Hog and Spud Islands for habitat restoration, recreation, and education. The project will be a partnership between private landowners, public agencies, and non-profit groups. The islands are located between McDonald Island and Rindge Tract, and divided by the Deep Water Ship Channel in San Joaquin County (see Attachment e).

Assist with Administration of Study of Reuse of Dredge material in the Delta: The Delta Levees and Habitat Advisory Committee has been giving a \$500,000 grant to prepare technical guidelines and criteria for reuse of material dredged in the Delta for levee maintenance and habitat enhancement projects. The Commission may be asked to provide administrative assistance for the program including developing and maintaining a mailing list, setting meetings, preparing meeting agendas and minutes, and maintaining files. The Commission would be reimbursed for staff time spent on this project.

Prepare supplemental material in support of the Land Use and Resource Management Plan for the Primary Zone of the Delta which would include more specific guidelines and criteria for habitat enhancement and/or restoration in the Primary Zone, and criteria for development of recreation and/or public access facilities in the Primary Zone of the Delta. Planning program would be carried out with local governments and others involved in such programs and projects. The recreation project would build upon the Inventory, User Survey, and economic study carried out in the last two years.

Staff Recommendation:

Staff recommends the Commission hold a public hearing on the revised Budget and Work Plan and adopt the changes as outlined in this staff report.

DELTA PROTECTION COMMISSION

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May 15, 1998

To: Delta Protection Commission

From: Margit Aramburu, Executive Director

Subject: Proposed Budget and Work Plan for FY 98-99; Sunset Date of January 1, 1999

Background:

The Commission will receive approximately the same level of funding in FY 98-99 as it has received in previous years. However, due to the upcoming sunset date of January 1, 1999, the Commission will receive funding for only half of a year. The Commission's funds are allotted by the Legislature from three special funds; no General Funds are allotted to the Commission's budget. Staffing levels will remain basically the same; two full time staff, and a full time intern.

The Commission has completed work on preparation and adoption of the "Land Use and Resource Management Plan for the Primary Zone of the Delta" (adopted February 23, 1995). All the local governments have completed the general plan amendments required to bring their general plans into conformance with the Commission's Plan. All the local governments have submitted materials indicating compliance with the Commission's adoption of Utilities and Infrastructure Policy P-3 as a regulation. The Commission's primary responsibility continues to be monitoring land uses and land use changes in the Delta Primary Zone, and hearing appeals.

The Commission's work plan is similar to those adopted by the Commission in the past. The Commission may add additional tasks during the fiscal year.

Action:

The Commission should hold a public hearing and vote to adopt a work plan and a budget for FY 98-99. The Subcommittee reviewed the proposed work plan and budget at their meeting of April 29, 1998, made a few minor changes and recommended the full Commission consider the items.

Funds for Half of FY 98-99:

Proposed Budget for FY 98-99:

Environmental License Plate Fund	39,000
Delta Flood Protection Fund	67,000
Harbors and Watercraft Revolving Fund	66,000
TOTAL	172,000

NOTE: Expenditures will be matched to funds to ensure that predicted expenses will be drawn from Harbors and Watercraft Fund and Delta Flood Protection Fund first, as directed by the Budget, Finance, and Administration Subcommittee.

Expenditures as Included in Proposed State Budget: (Half Year)

1.	<u>Personal Services</u>	
	Salaries and Wages	69,000
	Benefits	18,000
	TOTAL	87,000
2.	<u>Operating Expenses and Equipment:</u>	
	General Expenses	6,000
	Printing	4,000
	Communications	3,000
	Postage	2,000
	Travel In State	3,000
	Travel Out of State	--
	Training	3,000
	Facilities Operations	3,000
	Utilities	2,000
	Consulting and Professional Services - External	25,000
	Equipment	--
	Other	34,000
	TOTAL	85,000
	GRAND TOTAL	172,000

DRAFT WORK PLAN: FY 98-99

1. Staff Support to the Commission.
 - a. Coordinate and prepare agendas, minutes, staff reports for Subcommittee and Commission meetings.
2. Plan Amendments; Coordinate with Local Governments and Review of Local Government Submittals:
 - a. Coordinate with Local Government staff re: general plan amendments regarding Utilities and Infrastructure P-3.
 - b. Analyze submissions regarding Utilities and Infrastructure P-3; present to Commission for review and approval.
3. Appeals: (on-going responsibility)
 - a. Prepare staff analysis with assistance of Attorney General.
4. Lawsuits:
 - a. Provide assistance to Commission's attorneys.
(No lawsuits pending or anticipated.)
5. Monitoring:(on-going responsibility)
 - a. Supervise consultant development of Geographic Information System (GIS) to carry out monitoring program.
 - b. Prepare annual report to Governor and Legislature (due January 1, 1999)
 - c. Monitor pending projects in the Delta area: (1) inform Commission; (2) prepare monitoring memo; and (3) submit comment letters on projects in the Primary Zone.
 - d. Monitor State Legislation, report to Commission.
 - e. Assist with maintenance of the Commission's home page.

6. Regional Planning Coordination:(on-going)

- a. Coordinate with County Planners regarding projects/issues.
- b. Coordinate with Counties preparing Habitat Conservation Plans (None currently underway; San Joaquin County completed 4/98).
- c. Coordinate with State agencies preparing regional plans/programs: CALFED, San Francisco Estuary Program-Delta Work Group, LTMS (to address disposal of dredged materials)
- d. Assist with staffing the Secretary for Resources' Delta Levee Habitat Advisory Committee. (NOTE: This group has received a \$500,000 grant to study dredged materials).
- e. Monitor pending legislation; report to Commission.

7. Agriculture:

- a. Locate and/or develop additional information about changes, values, uses associated with agriculture in the Delta for inclusion in the Commission's GIS using parcel based data system.
- b. Identify and map parcels with conservation easements.

8. Wildlife:

- a. Participate with the In-Channel Islands Work Group, part of the San Francisco Estuary Program.
(Note: This group has received a CALFED grant to design and construct a pilot project to protect and enhance in-channel islands.)
- b. Monitor reports from Grasslands Bypass Project, and monitor San Luis Drain project.
- c. Identify and map parcels with conservation easements.

9. Recreation:

- a. Participate in Coast Guard sponsored group involved with regional boating issues.
- b. Review and comment on Boating and Waterway studies in the Delta including: Economic Impacts of Delta Recreation, and Impacts of Recreational Boating on Erosion of Delta Levees.

10. Levees/Regulatory:

- a. Participate with Secretary of Resources Levee Permit Group to coordinate permit processes and to develop funds for long-term levee maintenance.
(Note: This includes providing support for the Committee, including preparing minutes and agendas, and preparing the mailings.)

11. Other Duties as Assigned

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STATE OF CALIFORNIA
BUDGET CHANGE PROPOSAL—FISCAL DETAIL
STATE OPERATIONS
DF-46 (REV 06/97)

Please report dollars in thousands.

Department of Finance
915 L Street
Sacramento, CA 95814
IMS Mail Code: A-15

BCP #	DATE 9/28/98	TITLE OF PROPOSED CHANGE			
PROGRAM	ELEMENT	COMPONENT			
10 Delta Protection Commission					
		PERSONNEL YEARS			
		CY	BY	CURRENT YR.	BUDGET YR.
TOTAL SALARIES AND WAGES ¹				\$68	\$136
SALARY SAVINGS	-	-		-	-
NET TOTAL SALARIES AND WAGES				\$68	\$136
STAFF BENEFITS ²				\$22	\$44
TOTAL PERSONAL SERVICES				\$90	\$180
OPERATING EXPENSES AND EQUIPMENT ³					
GENERAL EXPENSE				3	12
PRINTING				2	8
COMMUNICATIONS				1.5	6
POSTAGE				1.5	4
TRAVEL—IN STATE				1.5	
TRAVEL—OUT OF STATE					6
TRAINING				1	6
FACILITIES OPERATIONS				1	6
UTILITIES				1	4
CONSULTING & PROFESSIONAL SERVICES: Interdepartmental (provide					
CONSULTING & PROFESSIONAL: External (provide list)					50
CONSOLIDATED DATA CENTERS					
Health and Welfare Data Center				()	()
Stephen P. Teale Data Center				()	()
DATA PROCESSING					
EQUIPMENT (provide list)				2.5	
DEBT SERVICE					
OTHER ITEMS OF EXPENSE: (specify below)				10	5
TOTAL OPERATING EXPENSES AND EQUIPMENT				\$	\$
SPECIAL ITEMS OF EXPENSE ⁴				\$	\$
TOTAL STATE OPERATIONS EXPENDITURES				\$115	\$287
SOURCE OF FUNDS	APPROPRIATION NO.				
	ORG	REF	FUND		
GENERAL FUND	3840		General	\$86,250	\$215,250
SPECIAL FUNDS	3840	DFF	176	\$28,750	\$ 71,750
FEDERAL FUNDS				\$	\$
OTHER FUNDS (SPECIFY)				\$	\$
REIMBURSEMENTS				\$	\$

¹ ITEMIZED DETAIL ON PAGE I-3 BY CLASSIFICATION AS IN SALARIES AND WAGES SUPPLEMENT.

² PROVIDE DETAIL ON PAGE I-3.

³ PROVIDE LIST ON PAGE I-4.

⁴ SPECIAL ITEMS OF EXPENSE MUST BE TITLED. PLEASE REFER TO THE UNIFORM CODES MANUAL FOR A LIST OF THE STANDARDIZED SPECIAL ITEMS OF EXPENSE OBJECT WHICH MAY BE USED.